Meeting of Sharlston Parish Council held on Monday 6th October 2025 at

Sharlston Community Centre at 6.30 pm

Present: Cllr P Belbin

Cllr D Hampshire

Cllr A Palmer

Standing Orders were suspended to allow a slightly longer public session. The meeting began at 7.05pm.

The Chairperson reminded all present of the Parish Council's expectations for the audio or visual recording of the meeting.

54. Apologies for Absence

Apologies were noted from Cllrs Julie Craig and Julie Nicholson and the reasons for absence approved. Apologies had also been received from District Cllrs Tennant-King & Vickers.

55. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

56. Parish Council Vacancies

The Chairman confirmed that he had received the resignation of Cllr D Atkinson. Cllr Craig had also considered resigning but had now agreed to stay.

A short discussion was held about the position this left. Councillors present felt it would be a good idea to hold an informal chat to discuss current issues and find out if all councillors were happy to move forward. The Clerk agreed to speak to Cllrs Atkinson & Craig to try to organise this.

There were no current applications for the Parish Council's vacancies.

The work on recruitment posters and an online recruitment campaign was still to be completed.

57. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meetings held on 7th July & 1st September 2025 be accepted as a true record.

58. Progress Report

The Clerk advised that the changes to the bank mandate were still outstanding, awaiting Cllr Craig's signature.
The planter on High Street was still in need of repair. Cllrs Atkinson & Palmer had offered to complete this over the summer.
The Clerk had completed further updates to the website and another meeting would be planned in before the end of the year. Following this, updates would be completed in-house mainly.
CPR sessions for the community were still to be organised by Cllr Nicholson & Cllr Palmer.
Talking Transport details had been shared on Facebook by the Clerk.
The Clerk had also promoted the community seaside trip on Facebook.
Finally, all publications had been updated and were now on the website too.

59. Ongoing Projects

Church / Community Centre

The meeting between the Diocesan solicitors, Father Teasdel and Cllr Belbin and Phil Boyes had taken place over the summer and following that a number of amendments had been put to the Diocese to update the lease. These had been accepted in principle and the final draft was now awaited for signing. The Parish Council's solicitor had advised that the Diocese's legal team had recently changed which had delayed matters.

The Clerk reminded the meeting that work on the overhanging trees and bushes in the car park was still outstanding and the Community Centre Management Committee had been reminded. The Clerk also advised that the most recent set of accounts from the Management Committee were available should anyone wish to view them.

Projects & Funding

The Clerk had shared the findings of the recent community survey on Facebook and this had received positive engagement. There had been no progress on Parish Council projects due to the summer break and capacity of the council but the Clerk reminded the meeting that Cllr Appleyard would be attending the next meeting so it would be useful to have an update ready for her. The meeting was also reminded of the potential funding available from Morgan Sindall, the developers working on the new community school. District Councillor Haslam was permitted to speak at this point about a community funding opportunity of up to £1million. He advised that this was to benefit Sharlston as well as Featherstone and agreed to bring more details as they were released.

60. Reports from Committees

There had been no committee meetings since the last meeting of the full council.

The Chairman updated on the first half of the asset check for 2025 and noted that this would be completed in the next few weeks. The Clerk was compiling a list of jobs including replacing stickers on the grit bins and finding suitable places for additional byelaw signage.

It was proposed that a date for the Finance & Personnel Committee be agreed after the informal chat between councillors had taken place.

The Clerk gave a brief update on progress at Fernside Allotments. One tenant had recently vacated their plot and a new tenant was due to take over this week. The other new tenant was making good progress. It was noted they had intended to keep turkeys but had not arranged this in time. It was further noted that new signage had been installed at the site (thanks to Cllr Hampshire) and that the Allotments Policy had been updated based on discussions at previous meetings. As a number of inspections had taken place over the summer, it was proposed and **RESOLVED** that no autumn inspection take place. The Clerk was asked to write to tenants to advise them.

61. Training Update

The Clerk had shared a full training report for the year over the summer. Furthermore, she encouraged all councillors to check the hub for regular training opportunities shared and to contact her if they wished to attend any session.

The Clerk had attended CCTV & Data Protection training over the summer and had shared details via the Hub.

Cllr Hampshire advised that she had missed her planned Flying Start training last month and agreed to look at new dates to book.

The Clerk was booked to attend the Talking Tables training on 16th October but Cllr Nicholson was no longer able to attend. As nobody else was free to take her place, the Clerk agreed to pursue a refund for this.

The joint Annual YLCA meeting had been cancelled on 27th September due to lack of bookings.

The feedback from the Town & Parish Council Liaison Group meeting in July had been shared via the Hub. The next meeting would be held on 18th November via Teams.

62. Items Requested by Councillors

The Clerk advised the meeting about the New Assertion 10 in the Annual Governance and Accountability Return for year ended 31 March 2026 – Digital and Data Compliance. She noted that this affected the Parish Council in two ways; firstly, it was required to consider and adopt a new IT Compliance Policy which would replace the current Computer Use Policy in place. This had been previously circulated to all councillors. It was proposed and **RESOLVED** that the IT Compliance Policy be approved for the next 12 months. Secondly, the Clerk advised that, as previously discussed by the Parish Council as an option, the requirement for all councillors to have a .gov.uk email address would now be mandatory. The Clerk shared her concerns about the cost and sustainability of this given councillor turnover. It was proposed and **RESOLVED** that further information & costings be sought for the next meeting for councillors to consider.

It was proposed and **RESOLVED** that the following policies be approved for a further 12 months:

- Civility & Respect Pledge
- Dignity at Work Policy
- Complaints Policy
- Accessibility Statement

It was proposed and **RESOLVED** that the agenda item on a new defibrillator in New Sharlston be deferred to the next meeting.

Cllr Palmer updated the meeting that he had arranged for the watering of the community planters using an ICB. This would be organised outside of the meeting.

The Clerk updated the meeting on the offer from Wakefield Council for winter salt provision. She noted that the grit bins were generally well stocked and the supply at the local farm sufficient for the coming winter. It was therefore proposed and **RESOLVED** that this offer be declined. Furthermore, the Clerk had recently posted on Facebook reminding people not to use the grit bins as rubbish bins and also to let the Parish Council know when they needed refilling.

It was proposed and **RESOLVED** that the agenda item on alternative appraisal formats be deferred to the next meeting.

It was proposed and **RESOLVED** that the agenda item on CCTV equipment be deferred to the next meeting.

It was proposed and **RESOLVED** that the agenda item on SID management & use be deferred to the next meeting.

63. Events/Attendance at Meetings

All forthcoming events had been shared via the Hub and the Chairman agreed to cover any that Featherstone Town Council were holding.

Good feedback had been received on the way the Parish Council had commemorated the 80th anniversary of VJ Day.

It was proposed and **RESOLVED** that the Clerk order a wreath for the Parish Council to lay to mark Remembrance Day 2025. A short discussion was held about any other plans including organising collections / poppy sales in local businesses. The Clerk agreed to look into this and feedback.

The Clerk then took the meeting through updates/actions for Christmas 2025:

- The Sports & Social Club had agreed to host the Christmas Singing Event on Friday, 12th December. Johnny Evans was booked to lead this again.
- Instead of holding a separate Christmas meal event, there would be catering at the singing event to make this more of an accessible event for all ages to enjoy together.
- The Clerk updated the meeting on the budget available for this and it was proposed and **RESOLVED** that she seek quotes for catering to agree at the next meeting.
- Once confirmed, this event would be promoted and tickets sold (with a minimum donation suggested). All proceeds would go to a local charity. It was proposed and **RESOLVED** that the Clerk investigate options to be agreed at the next meeting.
- The Santa Tractor trail would be repeated on Monday, 15th December. It was proposed and **RESOLVED** that the Clerk cost & obtain sweets to be handed out at this event.
- The Clerk had purchased additional tree lights over the summer. It was proposed and **RESOLVED** that 8 sets of lights & batteries be purchased for the red wheels.
- The small trees on businesses would be repeated and the Clerk would organise this for late November. She had shared a letter to go to all businesses setting out expectations for when these should be lit. It was proposed and **RESOLVED** to post this out as soon as possible.
- The Clerk had requested a quote from Wakefield Council for the same provision of two large, lit trees at the top of Cow Lane & at the junction of Cow Lane/High Street.
- The Clerk confirmed that permission had been sought to host a third lit tree at the end of Long Row again. It was proposed and **RESOLVED** to order this.
- It was confirmed that there would be no Christmas fayre held by the Rugby Club this year. A pantomime would be organised instead. The Clerk agreed to obtain further details to share.

Finally, it was noted that there had been a suggestion to repeat the spring fish & chip event again in 2026 and it was agreed to revisit this in the new year.

64. Planning Applications

Two applications were considered and noted without concern.

65. Planning Decisions

Three decisions were noted.

66. Correspondence

The Clerk had previously circulated a list of correspondence from July onwards and she highlighted items received after circulation. She particularly highlighted a request from the Community School Academy Standards Committee to advertise vacancies for governors. This was approved.

67. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook, Instagram and the website. The Clerk had noted the following for sharing; farm bench, grit, Xmas events, volunteers for tractor run.

68. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 26th October. Items already suggested included CCTV, SID, Appraisal, defibrillator, Wi-Fi at community centre.

69. Financial & Employment Matters

The Clerk shared the bank balances as at 30th September 2025.

The Clerk had previously shared the cashbook position and bank reconciliation for September 2025.

The following payments had been previously approved and made between meetings.

Supplier	Details	Amount/Type
Parish Online	Online asset portal – annual membership	163.20 bank transfer
YLCA	Flying Start Training – D Atkinson	73.00 bank transfer
Darrington Parish Council	Refund of SID Hire Deposit	50.00 bank transfer
Onscreen	Monthly website support payment	75.00 SO
YLCA	Flying Start Training Cllr D Hampshire	73.00 bank transfer
Currys	Laptop Repair Plan	29.66 DD
Wakefield Council	Grounds Maintenance Contract 2025.26	£1985.84 Bank Transfer
YLCA	Data Protection webinar (Clerk)	£36.50 Bank Transfer
Amazon	New Xmas Lights	£95.18 Card
ICO	Data Protection Fee	£47 DD

The following payments had been previously authorised and were noted.

Supplier	Details	Amount/Type
Emma King	Salary & Expenses	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	32.10 DD
PWLB	Interest on loan	4199.16

It was proposed and **RESOLVED** that the quotes for three new sign orders be approved; allotment parking signage, Christmas reflective banners and considerate parking near the rugby club banners. The Clerk agreed to order these.

The Clerk then updated the meeting on the conclusion of the external audit and advised that the final report was expected shortly.

The meeting was provided with an alternative grounds maintenance quote but as this was a lot more expensive than the current contract, the Clerk was asked to seek a third quote.

It was proposed and **RESOLVED** that the Clerk contact neighbouring councils for suppliers of commemorative benches so that alternative quotes for the farming heritage bench could be sought.

It was proposed and **RESOLVED** to defer the item on wi-fi at the Community Centre costings to the next agenda.

Finally, a grant application was considered. It was proposed and **RESOLVED** that the Clerk go back and ask if the organisation could produce evidence of a constitution and named bank account before this could be considered further.

70. Date & Time of Next Meeting

It was proposed and **RESOLVED** that the next meeting take place on Monday, 3rd November 2025 at 6.30 pm.

There being no other business the Chairperson thanked all for attending and closed the meeting at 8:55 pm.

Paul Belbin Chair

3rd November 2025